Campus Procurement Forum

October 2018
Agenda

- Introductions
- Procurement Services Transformation
  - Mission, Goals, and Objectives
  - eProcurement Implementation
  - Other Procurement Related News and Initiatives
- Banner 9 Requisitions Demo
- Q&A
Introductions:
Your Procurement Services Team

Snow Rutkowske
Director, Procurement Services

Frank FioRito
Procurement Specialist

Mike Wheaton
Procurement Card Administrator

Donna Taylor
Accounts Payable Coordinator

Elena Mancari
Accounts Payable Coordinator

Luzmarie Arellano
Accounts Payable Coordinator
Procurement Transformation

As part of the broader Strategic Improvement Initiative (SII), Procurement Services is tasked with:

- the modernization of procurement related technologies and processes,
- the transformation into an organization that collaborates with campus,
- creating added value through university-wide strategic contracting and spend management

Key Focus

<table>
<thead>
<tr>
<th>Current State</th>
<th>Target Future State</th>
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<tbody>
<tr>
<td>Transactional Tasks</td>
<td>Strategic/Value-Add Activities</td>
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<td>Manual/Paper-Based Processes</td>
<td>Automated/Electronic Processes</td>
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<td>Decentralized Decision Making</td>
<td>Center-led Decision Making</td>
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<td>Limited Analysis</td>
<td>Comprehensive Analysis</td>
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<tr>
<td>Focus on Quotes/Bids</td>
<td>Category Mgmt. and Best Value</td>
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<td>Reactive</td>
<td>Proactive</td>
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New Procurement Services Mission Statement

“The mission of Procurement Services is to support the purpose and strategic vision of Illinois Tech through all procurement related efforts, including, responsible stewardship of university resources, customer-oriented services, collaborative partnerships with campus, and efficient, effective, and compliant processes, to ensure the strategic and sustainable procurement of goods and services in accordance with Federal, State, and University laws and regulations to minimize risk and maximize value for all stakeholders.”
Introducing Unimarket

Cloud-based and easy-to-use SaaS application
All procurement related activities can be handled in one place

**Tactical Task-based**
- Marketplace
- Purchase Requests
- Requisitions
- Approvals
- Orders
- Receiving
- Invoices
- Invoice Inbox

**Strategic Skill-based**
- Dashboard KPIs
- Reporting
- Unimarket Directory
- Supplier Registration
- Sourcing
- RFQ
- Contract Mgmt.
- Blanket Orders

**Procurement & Workflow**
- Order fulfillment & Receiving
- Invoicing & Payment
- Contract management
- Supplier performance management
- Sourcing Initiatives
- Spend Analysis

**Spend Analysis**

**Integrating Solutions**

**Key Features**
- Marketplace
- Purchase Requests
- Requisitions
- Approvals
- Orders
- Receiving
- Invoices
- Invoice Inbox

**Benefits**
- Cloud-based and easy-to-use SaaS application
- All procurement related activities can be handled in one place

**Customer Support**
- Technical support
- User guides
- Training sessions

**Compliance**
- Compliance with industry standards
- Data security and privacy

**Integration Options**
- With existing systems
- Custom integrations

**Customer Testimonials**
- Positive feedback from existing customers

**FAQ**
- Questions and answers on common issues

**Contact Us**
- For more information, please contact our sales team.
Implementation Goals and Objectives

- **Improve operating efficiency** — reduce paper and manual processing within the Procure-to-Pay cycle
- **Improve user experience** — better User Interface, streamline processes
- **Provide a center-led strategy** — standardized Procure-to-Pay activities
- **Reduce risk and create greater control and visibility** — through an automated approval and compliance process
- **Obtain cost savings** — leverage and drive spending to university negotiated contract vendors in eMarketplace
- **Leverage electronic invoice and payments methods** — negotiate mutually beneficial payment method with suppliers
Anticipated Timeline

Preliminary eProcurement Implementation Timeline
(Procurement, Vendor Registration, Supplier Marketplace, Invoicing)

Oct. 2018
Project Kick-Off

Jan. 2019
Beginning Testing

Apr. 2019
Pilot Group Go-Live

Jun. 2019
Campus Go-Live

Preliminary Contract Mgmt. Implementation Timeline

Oct. 2018
Project Kick-Off

Feb. 2019
Beginning Testing

Mar. 2019
Pilot Group Go-Live

Apr. 2019
Campus Go-Live
Other Procurement Initiatives and News

**University-Wide Strategic Sourcing - Wave 1**
- Partner with key campus stakeholders to establish university wide contracts through strategic sourcing
- Wave 1 target areas include **office supplies**, copy paper, standard desktops/laptops, copiers/printers, shipping

**Reduce Paper P2P Processes**
- Review all P2P processes to identify opportunities to reduce the amount of paper utilized by campus and Procurement Services
- Processes under review: **vendor invoice processing**, check request, travel and expense reimbursement

**Partnership and Collaboration with Campus**
- Collaborate with key functional areas:
  - Quarterly Campus Procurement Forums
  - Partner with OTS on desktop/laptop and office equipment sourcing efforts
  - Partner with Sustainability on paper process reduction

**Provide Guidance and Ensure Compliance**
- Review/update Procurement policies and procedures to incorporate leading practices
- Update processes and forms to reduce risk and comply with regulations
- Create user friendly reference guides, educate campus on right process
Update to Procurement Requirement

Update to Policies Coming in Nov. 2018

❖ The new policy will detail the **procurement thresholds and requirements**, as well as best practices, **for ALL funding sources**, grants and non-grants, and in compliance with Federal Uniform Guidance (UG) requirements.

❖ **High level overview:**

<table>
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<tr>
<th>Procurement Requirement</th>
<th>Threshold - ALL Sources</th>
<th>Process and Documentation Required</th>
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<tbody>
<tr>
<td>Micro Purchase</td>
<td>&lt; $10,000</td>
<td>No Documentation Required</td>
</tr>
<tr>
<td>Small Purchase / Simplified Acquisition Threshold</td>
<td>&gt;$10,000 to $250,000</td>
<td>Obtain at least 3 documented quotes; complete Vendor Selection Form; complete Sole Source Justification if applicable</td>
</tr>
<tr>
<td>Large Purchases</td>
<td>&gt; $250,000</td>
<td>Formal bidding/RFx process and written documentation required; complete Vendor Selection Form</td>
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❖ **Sole Source Justification**: due to updated UG and Illinois Tech’s audit findings, there is now increased scrutiny on **ALL Sole Source Justification**

❖ **Stay tuned for additional announcements and updates**
Discussion:
We would love to hear from you!

What is another spend area or purchasing / accounts payable process that you feel we can further improve on?
Banner 9 Requisitions Demo

- Wednesday, October 31: Banner will officially upgrade to Banner 9 INB

- **Thursday, November 1:** *All purchase requisitions will need to be submitted through Banner 9 INB*

- **Banner 8 Self Service** should still be used for all other finance activities, such as approvals and queries
Questions & Answers